



Lowell Public Schools

*Lowell High School
50 Fr. Morissette Blvd
Lowell, Massachusetts 01852-1050*



*Michael Fiato, Head of School
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April 26, 2022

Dr. Joel Boyd, Superintendent
Lowell Public School
155 Merrimack Street
Lowell, MA 01852

I am writing to request permission for Tom Thornton to travel with 12-18 students, and 1 chaperone to Ireland, England and France from April 17-21 2023. The cost to the School Department will be substitute coverage for one teacher for the duration of one school day for the amount of \$ 110. The cost for the other substitute teacher will be covered by EF Tours. Students will possibly miss one day from school Friday, April 14, 2023 if the flight schedule conflicts with the school day.

This trip will be coordinated with the assistance of EF Tours, an accredited group located in Boston. This organization comes highly recommended as they have been working with student travel for the thirty years. I have traveled with EF and Lowell High School students 12 other times.

The total cost of the trip will be incurred by each student traveling.

Student Costs: Pricing Information

- Program Fee: \$3,765 per person

This includes:

- Round-trip airfare and on tour transportation
- Hotels with private bathrooms
- Breakfast and dinner (see your itinerary for meal details)
- Full-time Tour Director
- Daily activities, tours and entrances to attractions

This trip is in accordance with the Massachusetts State Curriculum Frameworks under the following high scope sequence and guided principles and

High School: World History I and II, 6th Century to the Present

Building on their understanding of world geography and civilizations from middle school, students in World History I study cultural, religious, political, and economic developments in Africa, Asia, and Europe from approximately 500 CE to c. 1800. World History II examines how modern world history, beginning with the late 18th century, has been shaped by the past, how nations and empires are born, rise, interact, and sometimes fall. The standards introduce students to concepts such as colonialism, imperialism, genocide, human rights, and globalization, and the importance of ethical, political, economic, and scientific ideas in shaping nations.

Thank you in advance for your consideration and support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Fiato', with a stylized flourish at the end.

Michael Fiato
Head of School

Dear Mr. Fiato,

I am writing to request permission to travel with twelve to 18 students and 1 chaperone to Ireland, England and France during the April 17-21 2023. The cost to the School Department will be \$110 for substitute coverage for one teacher for the duration of one school day. The cost of one substitute teacher will be covered by EF Tours. Students will possibly miss one day from school (Friday, April 14, 2023) if the flight schedule conflicts with the school day.

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LHS Field Trip Request Form
(Must be turned in 4 weeks in advance)

A trip is considered an official Lowell High School Field Trip when it is connected to any LHS class, student activity, club, sport or special program whether they occur on a school day or on a weekend.

Name of Staff Member making the request: Thomas Thornton Date of Request: 4/15/23 - 4/23/23

Class or group attending: LHS Students Description of field trip and how it relates to the curriculum:
This trip will go to Dublin, Wales, London, and Paris during April Vacation 2023.

Date of Trip: 4/15/23 Time of Departure: N/A Time of Return: 4/23/23 in state ☒ out of state

No. of Students: 12-18 No. of Chaperones: 2 Type and number of vehicles: N/A Approx. Mileage _____

There should be at least one chaperone for every 20 students. Names and cell-phone numbers for chaperones:

Thomas Thornton
Roberta Filmore

No. of substitutes requested 2 Coverage is needed for ☒ Full Day (OR) _____ Specific Periods (list) _____

Charges to Student
(per person)

Charges to School Department
(per person)

Covered by other Funding
(specify grant or other source)

Transportation: _____

Entry Fees: \$ 3,765

Meals: _____

Other: _____

Please list any previous field trips you have taken this school year by date and description: _____

You are required to meet the following conditions:

- Obtain parental and teacher permission
- Provide a list to Data Processing of students attending (48 hours prior to the field trip)
- Meet all requirements of the field trip site you are going to
- File a post-trip report to your department chair and the Head of School if requested
- Ensure that students have a post-field trip instructional follow-up if the field trip is classroom-based and academic in nature
- Arrange for students to be returned to LHS or home

Reviewed by Department Chair: L.P. Holt (Stu Act)

Date: 4/26/22

Approved by Head of School: MWD

Date: _____

REQUEST FOR PROFESSIONAL DAY(s) TO ATTEND A
WORKSHOP/CONFERENCE/FIELD TRIP/ACTIVITY

ALLOW 4 WEEKS FOR PROCESSING

(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

~Please fill out all provided fields to avoid any delays of the approval process~

REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Thomas Thornton

School: LHS Grade Level: 11-12 Subject: Social Studies

Workshop Title: April Vacation 2023

Organization/Department Presenting Workshop: EF Tours Cost: \$3,765

Date(s) of Workshop: 4/15/23 - 4/23/23

Substitute Coverage Needed? No ☐ Yes ☒ (Please circle one)

If Para is to serve as the coverage, indicate Para's name here: _____

In State () *Out of State (☒) *Overnight (☒) (Please ☒ one)

** Letter to the Superintendent of Out of State/Overnight attached **

Signature of Applicant: T.L.P. Thornton Date: 4/26/22

Signature of Approval by Principal: [Signature] Date: 4/26/22

****Please provide source of funding, account number and/or grant name, and number for workshop and substitute****

<u>Funding Source</u>	<u>Workshop</u>	<u>Substitute</u>	<u>Initials of Approval Department</u>
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.)			

Signature of Central Administrator: _____ Date: _____

Sub Reserved: _____ Date: _____

Request Denied by: _____ Date: _____

*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Lilac Form is submitted and the "completed package" is to be sent to the Lowell Teacher Academy for processing.

Lowell Public Schools:
OVERNIGHT FIELD TRIP CHECKLIST

The School Committee recognizes that first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as an integral part of the program of the schools.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Head of School and that all overnight trips have the prior approval of appropriate Administrative level.

Approval of the School Committee must be granted prior to money being collected, arrangements being made, or parental consent being issued for all overnight field trips.

The following guidelines are set to implement the planning of field trips as part of, and directly related to, classroom learning activities. All guidelines must be included in the request.

- ☒ The application for approval for an overnight field trip which requires students to miss a day or more of school must include written justification from the teacher proposing the trip.
- ☒ The application for approval for an overnight field trip which requires students to miss a day or more of school must include a written statement of the learning standards the trip will address.
- ☒ The application for approval for an overnight field trip must include an itemization of all costs associated with the trip and the funding source.
- ☐ All proposed field trips must have the approval of the school building administrator.
- ☒ All day trips must be within budgetary allotments for such purpose and be approved by the superintendent. Any trip, for which there is no budget allotment, must have advance approval of the School Committee.
- ☒ Each student who goes on a field trip must have written parental permission.
- ☒ Enough supervision must be provided so that discipline on the trip is effective.
- ☒ All trips must be well planned, properly timed, and related to regular learning activities.
- ☒ All Chaperones/other adults MUST be corried. Please list chaperones that are attending:

Thomas Thornton
Roberta Filmore

Signature of Head of School: MO
Signature of Central Administrator: _____

Date: 4/24/22
Date: _____